

MILPERSMAN 1301-100

OFFICER DISTRIBUTION - OVERVIEW

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-4187 (901) 874-4187 882-2693
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References	BUPERSINST 5720.7D SECNAVINST 5211.5D
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1. Introduction

a. Chief of Naval Operations (CNO), Manpower and Personnel (N1) is the single point of contact at the Washington headquarters level for all matters relating to the distribution of naval personnel. Navy Personnel Command (NAVPERSCOM), located in Millington, TN, performs officer personnel distribution and career development functions in support of the CNO mission.

b. Other MILPERSMAN articles pertaining to officer distribution and assignment are as follows:

Topic	See MILPERSMAN
Officer Distribution - Process	1301-102
Officer Distribution - General Tour Lengths and Rotations	1301-104
Officer Distribution - Time on Station	1301-106
Officer Distribution - Retainability	1301-108
Officer Distribution - Prescribed Sea Tour and Recommended Shore Tour Lengths	1301-110
Officer Distribution - Command Tour Lengths	1301-112
Officer Distribution - Tour Lengths for Navy Personnel Command (NAVPERSCOM) Detailing Personnel and Sea/Shore Rotation Policy for all NAVPERSCOM Personnel	1301-114
Officer Distribution - U.S. Military Academy and U.S. Air Force Academy Instructor Tour Lengths	1301-116
Officer Distribution - Major Defense Acquisition Position Tour Lengths	1301-118
Officer Distribution - Joint Duty Assignment Tour Lengths	1301-120
Officer Distribution - Operational Screening	1301-122

2. Mission. The mission of officer-related divisions of Assistant Commander NAVPERSCOM for Distribution (PERS-4) is threefold:

a. To assign the best qualified officers to meet needs of the Navy as defined by the approved officer billet file.

b. To assign officers to billets which develop their professional expertise so that the officer corps as a whole embodies leadership, technical, and managerial skills necessary to achieve the Navy's mission.

c. To assign officers sensitively and fairly, ensuring their continued professional motivation and dedication to the Navy.

3. **Background.** Manpower and personnel policies pertaining to the officer corps are driven by requirements. These requirements are determined by CNO, acting through the Deputy CNO for Manpower, Personnel, and Training (N1).

a. NAVPERSCOM is responsible for the administrative management of inventory, in quantity and quality, to meet these requirements. The development and optimum employment of a qualified, motivated work force is a universal, many-faceted problem; it is a particular challenge in the highly competitive, closed system (i.e., accessions only at the bottom) characteristic of the officer corps. Inventories must be kept in line with requirements and, at the same time, the individual officer must be provided with a meaningful, professional development pattern. The proper, balanced professional development of the officer corps is directly dependent on establishment of reasoned, mutually supportive policies and adherence to these policies in the distribution process.

b. NAVPERSCOM (PERS-4) maintains and manages the inventory of officer personnel through the distribution process. With respect to officer personnel policies, NAVPERSCOM (PERS-4) works closely with CNO, Military Personnel Plans and Policy Division (N13), which has primary responsibility for development of personnel policies and plans in support of Navy forces.

4. **Triad of Detailing.** Each duty assignment is governed by the "Triad of Detailing," which include **needs of the Navy, career needs of the individual, and desires of the individual.** Assignment officers consider these three areas before determining an officer's assignment.

a. **Needs of the Navy.** Needs of the Navy are the primary consideration in each officer's assignment and override all other factors. These needs are met by filling a valid billet requirement with the best officer available. Command requirements are screened by the **placement officer** (who

represents the command) and furnished to the **assignment officer** (who represents the individual officer).

(1) A valid billet requirement starts out as the officer allowance for each activity, as modified by the Navy Manning Plan for Officers (NMPO). Billet requirements are further defined by amplifying information, such as Naval Officer Billet Classification (NOBC) codes, Additional Qualification Designators (AQDs), Billet Sequence Codes (BSCs), etc.

(2) The best-qualified officer is the one who meets the billet requirements and is available. Some of the factors affecting the selection of a particular officer and constitute needs of the Navy are as follows:

- (a) Time-on-station (TOS) of incumbent
- (b) TOS of relief
- (c) Retainability of relief
- (d) Minimum tour for separation (MTS) of incumbent
- (e) Permanent change of station (PCS) costs
- (f) Completion of Department of Defense (DOD) tour
- (g) Utilization of specialized training

(3) Due to high priority "needs of the Navy" requirements, some officers are assigned to billets perceived to be outside normal career progression. Assigning to or extending officers in billets which require a unique ability or expertise (e.g., foreign language, qualification in an out-of-production weapons platform, or certain minority/equal opportunity tours) may, if not properly documented, adversely impact an officer's career.

(a) To ensure "no other options" assignments are properly documented and are brought to the attention of promotion and selection boards, assignment officers will submit a letter of explanation (Exhibit 1) to NAVPERSCOM (PERS-4) for signature.

(b) Officers who are short-toured in order to fill a key billet will also receive a letter of explanation to prevent possible misinterpretation by a selection board.

(c) A copy of this letter will be added to the microfiche copy of the officer's record under the explicit

subject heading "Memorandum for the Officer Master Personnel Record."

b. **Career Needs of the Individual.** Operational, technical, and managerial areas of development are key elements in every officer's career progression. Warfare specialty development is essential to the Unrestricted Line (URL) officer and is incorporated in the professional development system. This system is structured to develop officers who are capable of performing in key technical and managerial assignments, as well as warfare/staff specialties.

(1) Each officer community has a basic career path that develops its officers to assume positions of increasing responsibility. Within a career path, there is a great deal of room for flexibility among assignments to achieve the desired results. Depending on the community, each officer must obtain certain qualifications during their career.

(2) Career development information for all officer communities is contained in the annual career issue of **Link-Perspective**. This publication is the professional development bulletin of the Navy officer community, and is published by NAVPERSCOM, Public Affairs Office (PERS-051).

c. **Desires of the Individual.** The desires of the individual, although listed third in the Triad of Detailing, are extremely important. In this area, the morale of the officer and, in many instances, the family, are affected.

(1) The working spouse factor is specifically considered in the assignment process; however, the employment status of the spouse does not take priority over the needs of the Navy or the career needs of the individual.

(2) The decision by a spouse to accept paid employment, to attend school, to participate voluntarily in activities related to the Naval Service, or to do none of these will not be influenced by the preferences or requirements of the Navy. In addition, neither this decision nor the individual's marital status will have an effect on assignments or selection boards.

(3) Desires of the individual are human factors, which are considered when dealing with the personal lives of individuals, particularly in an all-volunteer environment; however, the needs of the service remain paramount.

5. **Personal Contact and Assignment Commitments.** It is the policy of NAVPERSCOM to encourage personal contact between

representatives and individuals. This personal contact can be in the form of written correspondence, visits, and telephone calls. Active communication will help ensure the three components of the Triad of Detailing are balanced and maintained in perspective.

a. **Officer Preference and Data Cards.** As a minimum, officers should submit NAVPERS 1301/1 (Rev. 10-83), Officer Preference and Personal Information Card to their assignment officers 12 months prior to projected rotation date (PRD), or as circumstances change, per MILPERSMAN 1301-030.

(1) This document is converted to a database in the Officer Assignment Information System 2 (OAIS2), which is used by both assignment and placement officers in the detailing process.

(2) On an annual basis, officers are forwarded NAVPERS 1301/51 (Rev. 6-95), Officer Data Card (ODC) for review. The ODC provides up-to-date information as it appears in the Officer Master File (OMF). It is imperative the information contained on the ODC be accurate, current, and complete as this is the same information that is utilized by assignment and placement officers.

(3) Some of the OMF data is also printed on the Officer Summary Record (OSR) and used for selection boards.

b. **Detailer's File.** Assignment officers maintain a detailer's file containing items of interest on each constituent.

(1) The file is initiated when an officer receives initial orders to active duty and is composed of the individual's packet, the most recent officer data card, a microfiche of fitness reports, and preference card.

(2) The detailer maintains a record of correspondence, personal visits, and telephone calls on the personal/assignment correspondence screen of OAIS2.

(3) A standard size personal manila folder may eventually be used in conjunction with the officer's packet in which copies of successive orders, copies of personal and official letters/replies thereto, and other pertinent information and memoranda may be filed.

(4) Both the officer's packet and the personal folder, which comprises the detailer's file, are passed on to successive assignment officers as the officer is promoted.

c. **Recording Communications with Constituents in the Detailer's File and OASIS2.** Occasionally it is reported that an assignment officer made a commitment to an individual or provided advice in a telephone conversation that has become difficult to support in terms of current policy. To ensure sufficient documentation when a reconstruction of the events is attempted, detailers avoid verbal commitments or statements of unpublished policy unless they are immediately followed up in writing. A copy of the written communication is retained in the detailer's file and a summary of each telephone conversation with a constituent is recorded in OASIS2.

d. **Follow-on Assignment Commitments.** Assignment officers may make a commitment for a follow-on assignment to officers being detailed to "hard-fill" assignments and unaccompanied tours in order to make them more palatable. Such commitments are only made with placement concurrence. **When discussing future assignments with an officer, the assignment officer will make it clear whether the discussion does or does not constitute a commitment. Any commitment will be confirmed in writing.** The individual officer will be made aware that any commitment is made on the condition there will be no significant change in force levels.

e. **Warfare Qualified Officers Who Refuse Sea Duty Assignment.** Occasions may arise when a warfare-qualified officer, for either personal or professional reasons, may decide to refuse a sea duty assignment. If all appropriate avenues of recourse have been exhausted by the officer (e.g., correspondence, flag review, humanitarian request, etc.) and the officer still refuses sea duty or takes any action which would prevent their qualification for a subsequent sea duty assignment, warfare qualification revocation advisement actions will be taken by the appropriate assignment division.

(1) An official letter (Exhibit 2) will be sent to the officer, signed by the assignment division director, outlining the reasons for possible warfare qualification revocation with a warning that further action on the part of the officer to avoid a sea duty assignment will be sufficient grounds for the revocation.

(2) Such notification will be signed by the division director and a copy of the letter filed in the officer's personal folder retained by the detailer.

f. **Detailer Field Trips.** NAVPERSCOM (PERS-4) will release a "PERSONAL FOR" message to all senior commanders in the field trip

area. Detailer field trip team leaders will prepare a draft message for NAVPERSCOM (PERS-4's) signature 2 weeks prior to the scheduled trip dates.

(1) In addition to the schedule, names, and responsibilities of detailers, the message will include brief comments on anticipated discussion topics and will request maximum participation from local commands. Detailers maintain close liaison with respective community managers and retention team members, both before and after field trips, to ensure constituent concerns are heard and matters involving personnel policies and retention initiatives are addressed with one voice by NAVPERSCOM representatives.

(2) CNO (N13) provides NAVPERSCOM (PERS-4) with copies of retention brief scripts, recent retention visit reports and other background information for use by detailers in answering retention-related questions during field trips. This information is updated as changes occur.

(3) Detailer and retention team trip reports are exchanged routinely. Divisions will amplify issues of common interest.

(4) Detailer field trip team leaders will invite counterpart community managers to accompany them on visits on a case-by-case basis, once firm trip arrangements have been made.

(5) Detailer trip reports (Exhibit 3) will include a brief statement summarizing interface conducted with CNO (N13) counterparts.

6. **Information Release/Review.** Officers attached to NAVPERSCOM (PERS-4), in acting as agents of NAVPERSCOM, are entrusted with authority per BUPERSINST 5720.7D and SECNAVINST 5211.5D to review service records of officers. Indiscriminate use of records for detailing purposes will be avoided. Officers not attached to NAVPERSCOM (PERS-4) may **not** review records other than their own, unless they have a specific need to know per their duties. NAVPERSCOM, Office of Legal Counsel (PERS-06) should be consulted in these cases.

a. Officers attached to NAVPERSCOM (PERS-4) may **not** show/provide records to officers outside NAVPERSCOM (PERS-4), except constituents may be shown their own record by the assignment officer.

(1) NAVPERSCOM has the authority to make exceptions to this policy in the administration of assigned functions, and, on

an individual case basis, may allow certain flag officers to review the service record of an officer who has been nominated to a key billet for which that officer is the reporting senior. Review of the microfiche record **must** take place within NAVPERSCOM spaces.

(2) Personnel assigned to NAVPERSCOM (PERS-4) will be familiar with the provisions of the Privacy Act, particularly when requested to send record information to non-Navy activities, and when asked for personal information by individuals not in NAVPERSCOM (PERS-4). NAVPERSCOM (PERS-06) is charged with Privacy Act coordination within NAVPERSCOM.

(3) Authority for exceptions to these policies must be obtained from Commander, Navy Personnel Command (COMNAVPERSCOM) via the appropriate chain of command.

(4) NAVPERSCOM, Military Personnel Records Management Division (PERS-31) is the responsible agent for all fitness report information at NAVPERSCOM, both automated and in the official military personnel record (microfiche). NAVPERSCOM, Business Operations Department (PERS-3) should be included in the approval process for dissemination of all fitness report information, whether aggregated or specific, to personnel outside NAVPERSCOM.

b. Lists of personnel by category (e.g., all comptroller postgraduates, command selectees, all holders of PhDs, etc.) may **not** be provided by personnel assigned to NAVPERSCOM (PERS-4) to any individual or agency external to NAVPERSCOM requesting them.

(1) Division directors should be apprised of any request received for a list of officers by category, including name of individual/agency making the request, reason for request, and other pertinent information.

(2) Requests for military and personnel strength data must be referred to NAVPERSCOM, Active/Reserve Enlisted Career Program Division (PERS-81). No such data may be released by an officer assigned to NAVPERSCOM (PERS-4).

(3) NAVPERSCOM (PERS-4) has authority to grant exceptions to these policies and authorize release of information.

EXHIBIT 1

SAMPLE LETTER OF EXPLANATION FOR NO OTHER OPTIONS ASSIGNMENT

(Use the proper memorandum for the record format
containing the following.)

MEMORANDUM FOR THE RECORD

Subj: LETTER OF EXPLANATION ICO (OFFICER'S NAME/RANK/SSN/DESIG)

1. This memorandum is to alert statutory and administrative boards to the special nature of the assignment of (officer's name) to (command and location) due to needs of the Navy.

2. Although this assignment might be considered out of the mainstream of (officer's name) professional development, it was absolutely necessary due to higher priority requirements. This was a bona fide "needs of the service" detail. This assignment must be viewed favorably and positively with regard to (officer's name) overall performance record and the sensitive nature of the billet. (Provide additional background information or tailor specific detail above as necessary.)

3. NAVPERSCOM (PERS-313) will ensure this memorandum for the record is entered on the appropriate microfiche.

(NAVPERSCOM (PERS-4) signature)

Copy to:
Officer
Appropriate NAVPERSCOM Assignment Division
PERS-313

EXHIBIT 2

SAMPLE WARFARE REVOCATION ADVISEMENT LETTER

(Use the proper letter format containing the following.)

From: Commander, Navy Personnel Command (PERS-4)
(Director, (appropriate division), (PERS-4__))
To:
Subj: ADVISEMENT OF POSSIBLE WARFARE QUALIFICATION REVOCATION
PROCEEDINGS
Ref: (a) Official notification of sea duty assignment
(b) MILPERSMAN 1210-090 (for Surface Warfare Officer)
MILPERSMAN 1210-100 (for Submarine Warfare Officer)
MILPERSMAN 1610-020 (for Aviation Warfare Officer)
MILPERSMAN 1210-220 (for Special Warfare Officer)

1. Reference (a) officially notified you of your pending sea duty assignment to_____. Since you have indicated you intend to refuse this assignment, I must advise you that further actions on your part to avoid this assignment (or to prevent qualification for this or any subsequent sea duty assignment) will constitute sufficient grounds to commence warfare qualification revocation proceedings per provisions of reference (b).

2. It is very important that you weigh the impact of your decision to refuse sea duty and the effect it will have on your future in the Navy. Please notify your detailer of your decision as soon as possible.

(Assignment Division
Director signature)

Copy to:
CO,

EXHIBIT 3

STANDARD DETAILER FIELD TRIP REPORT FORMAT

(Use the proper memorandum format containing the following.)

MEMORANDUM FOR ASSISTANT COMMANDER, NAVY PERSONNEL COMMAND
FOR DISTRIBUTION (PERS-4)

Via: (1) PERS-4__ (applicable division director)
(2) PERS-45
(3) PERS-4B

Subj: OFFICER FIELD TRIP REPORT

Encl: (1) List of Commands Visited
(2) Personnel Contact Statistics

1. During the period of _____ through _____, (rank/name or group name) of _____ division visited ships/submarines/submarine squadrons/shore commands in the _____ area. The list of commands visited is provided in enclosure (1). Personnel contact data is included in enclosure (2).

2. Major items discussed/briefed:

3. Problems surfaced by constituents and recommended solutions:

4. Problem areas requiring investigation/assistance from other NAVPERSCOM/CNO divisions:

5. Calls made to Flags and Commanders:

6. Summary/general comments:

(Senior Trip Member signature)